

PROGRAM GUIDELINES 2020/21

Expanded Arts & Culture Resilience Supplement



Program Impacts and Changes Due to COVID-19

The BC Arts Council recognizes the unprecedented impact the COVID-19 pandemic is having on the B.C. arts and culture sector. While every effort is made to minimize revisions, program guidelines may need to be updated to align with the most current provincial and federal orders, and public health directives. Please note:

- Ensure you are working with the latest version of the program guidelines as posted on the BC Arts Council website. Any changes to the guidelines made after the original posting will be clearly highlighted.
- Restrictions are in place on funding for activities that involve international travel or in-person gatherings over 50.
- The most up-to-date information is posted on our [COVID 19 update page](#). Updates will also be announced on our [Facebook](#), and [Twitter](#) accounts.

About the Expanded Arts and Culture Resilience Supplement

Expanded Arts & Culture Resilience Supplement is a **one-time funding program** for B.C. arts and culture organizations facing financial impacts due to the COVID-19 pandemic.

Application Deadline and Submission

The final application deadline for submissions to the Expanded Arts & Culture Resilience Supplement is **Friday, January 29, 2021, no later than 11:59 p.m.**

All applications will be submitted via the [online grant application system](#).

Eligibility Requirements

Assistance through this program is available to:

- Current BC Arts Council Operating Assistance clients; and
- Arts and culture organizations and collectives¹ who have received at least one BC Arts Council project grant since April 1st, 2016 (i.e. the past five (5) fiscal years) in eligible programs.
 - Eligible programs include Professional Project Assistance: all disciplines; Project Assistance: Community Arts Organizations; Community Arts Festivals; Arts-Based Community Development; and Youth Engagement Program.

Applicants must attest that their organization meets the following conditions:

- Has been negatively impacted by COVID-19, which resulted in liquidity challenges and financial hardship to the organization and its operations;
- Had a loss of total revenue of at least 25% over a three-month period since March 17th, 2020 as compared with the total revenue for a comparable period over the previous year;
- Has pursued and accessed other provincial and federal supports for which it is eligible and appropriate to apply for; and
- Is in operation at the time of application and plan to continue operations into the future.

Grant Amounts

Grant amounts for Operating Assistance clients will be scalable based on the size of the organizations operating budget.

Grant amounts for project clients is one set amount and not based on organizations operating budget.

The minimum grant amount within the Expanded Arts and Culture Recovery Supplement is \$10,000. Funding through this program is one-time funding only.

Application Requirements

Applicants must submit an application through the BC Arts Council's online system.

¹ Established collectives have a demonstrated history of creating or presenting work and a clear commitment to current practice; who can demonstrate current fixed costs related to their practice and ongoing activities as a collective. Collectives must confirm eligibility with a program officer prior to application.

The online application must include:

- Confirm details of a BC Arts Council grant received within the past five (5) years – either as operating or project client; and
- Attest that your organization meets all eligibility conditions and financial impacts due to COVID-19.

Additional Requirements for Organizations**The following documentation must be provided through your Organizational Profile and must be updated at minimum once per year:**

- Your organization's most recent Financial Statements, in accordance with the requirements below;
- A list of the organization's current board of directors, editorial advisory board, trustees or board of management, including only names, occupations and start dates; and
- A list of administrative and artistic/editorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).

Financial Statements must include:

- Balance Sheet, Income Statement and Notes;
- An itemized list of grants identified by funder, either in the income statement or in an attached schedule; and,
- A breakdown of operating net assets, distinguishing between unrestricted net and capital assets.

The type of Financial Statements required is based on the recipient's last BC Arts Council award (excluding special projects). Internally prepared financial statements must be signed by two board members of the organization. Council staff reserves the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the applicant's last award.

For applicants operating under the umbrella of a local government or post-secondary institution, financial statements must include a statement of income and expenses for the applicant's activities alone, signed by the umbrella organization's financial officer, in addition to notes indicating if the applicant entity may accrue assets, surpluses or deficits from one year to the next.

| BC Arts Council Grant for last fiscal year | Minimum Required Documentation <i>All Financial Statements must be approved by the Board of Directors and signed by the person preparing them (i.e. bookkeeper/accountant/ financial officer) and two Board members.</i> |
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| Up to \$10,000 | Internally prepared Financial Statements |
| \$10,001 - \$25,000 | Independently prepared Financial Statements |
| \$25,001 - \$100,000 | Review Engagement Financial Statements |
| Greater than \$100,000 | Audited Financial Statements |

Notification of Funding

Notification of funding will be available after an application is received and processed. Notification will be sent via the online system to the contact linked to the application as well as the organizational and governance leadership contacts provided in the organizational profile (as applicable). Results cannot be requested in advance by telephone or email.

Payment of Awards

All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the Financial Administration Act.

The BC Arts Council reserves the right to redistribute, delay, or suspend payments if the recipient:

- Does not meet the terms of the attestation within this program;
- Does not meet its obligations as a grant recipient, including submission of final reports;
- Fails to comply with legal obligations; and/or
- Fails to respect the commitment to provide a safe and respectful work environment free from harassment, discrimination and sexual misconduct.

Grants are taxable income and must be reported as such. Individuals applying on behalf of a collective are issued T4As for the year in which the grant payment is processed.

Final Reports

All recipients are required to provide a final report by March 31, 2021. The report must include details on how the funds were used or a plan for how they will be used.

Confidentiality and Recognition of Awards

Confidentiality of Information

The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. The applicant's information will be shared in confidence with members of the adjudication jury. The names and locations of successful award recipients may be published, along with the amount of the award, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada and Revenue Agency through the issuance of T4As.

Recognition of Assistance

In recognition of funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all promotional materials, both print and online. The approved BC Arts Council and provincial logo and graphics standards are available [online](#) in a variety of ready-to-use digital formats.

As well, funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

Contact Information

A full list of program officers is available on [our website](#).

For general information or further assistance, please contact:

Telephone: 250 356-1718

Email: bcartscouncil@gov.bc.ca